

TRANSPORTATION AUTHORITY OF MARIN CITIZENS' OVERSIGHT COMMITTEE MEETING MEETING MINUTES WEDNESDAY, AUGUST 10TH, 2005

Present:

Ann Batman	Barbara George	Lori Lopin
Robert Burton	Ray Hirsch	Patrick Seidler
Gina Palmo Feiner	Jim Leland	Don Wilhelm

Staff Members Present: Craig Tackabery, TAM Executive Director
Mary Klingensmith, Nolte Associates

Craig Tackabery called the Oversight Committee Meeting to order at 5:10 p.m.

1. Introductions

Committee members and staff did self-introductions. Staff distributed the member handbooks.

2. Oath of Office

Craig Tackabery administered the oath of office.

3. Election of Chair and Vice-Chair

The Committee elected Lori Lopin, Chair and Don Wilhelm, Vice-Chair

Don Wilhelm moved and Ray Hirsch seconded to elect Lori Lopin as Chair.

Ray Hirsch moved and Patrick Seidler seconded to elect Don Wilhelm as Vice-Chair.

4. Selection of Terms by Lot

The Committee members drew the following terms (either 2 or 4 years):

Term (Years)	Members	Representing
4	Jim LeLand	Northern Marin Planning Area
4	Barbara George	Central Marin Planning Area
2	Lori Lopin	Ross Valley Planning Area
2	Robert Burton	Southern Marin Planning Area
2	Patrick Seidler	Advocacy Group Representing Bicyclists & Pedestrians
4	Don Wilhelm	MCL, Sierra Club, Environmental Forum
4	Gina Palmo Feiner	Ross Valley School District
4	Ray Hirsch	Taxpayer Group
2	Ann Batman	League of Women Voters
2	<i>Vacant</i>	West Marin Planning Area
2	<i>Vacant</i>	Marin County Paratransit Coordinating Council
4	<i>Vacant</i>	Major Marin Employers

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5. Citizens' Oversight Committee (Discussion)

- **Background and Responsibilities**
- **Committee Handbook**

The Committee asked that the following corrections and additions be made to the Handbook:

- Add TAC Roster to handbook
- Correct OC Roster:
 - Jim Leland
 - Gina Palmer Feiner
 - Walter Strakosch – strakosc@pacbell.net
- Provide an internal distribution version of the OC Roster with member phone numbers (Not to be posted on the TAM website.)

6. Establishment of regular monthly meeting time and set date for next meeting (Action)

The Committee set the time and day for future meetings to be 5:00 p.m. on the third (3rd) Monday of the month. Executive Director Tackabery stated that it is not expected that the Committee will meet each month, but that this would be the regular time for months in which they do meet. The next meeting will be at 5:00 p.m. on Monday, September 19, 2005.

7. Adoption of By-Laws (Action) - Attachment

The Committee discussed the draft bylaws and requested that changes be made to the By-Laws and that the revised By-Laws be brought back to the Committee for review and adoption at the next meeting.

8. Conflict of interest filing

Executive Director Tackabery provided Form 700 to all members and alternates in attendance.

The Committee asked for clarification on three items:

1. What specific forms must be completed?
 2. Who has access to the information?
 3. Do the Committee Members qualify under bullet 1 or 2 in the "Quick Tips?"
- Staff agreed to research and respond with the information by email.

9. Overview of 18-month Work Program (Discussion) – Attachment

Craig Tackabery reviewed key milestones from the March 2005 work program with the Committee and responded to questions.

10. TAM Auditor Selection Process, Appointment of Subcommittee to Participate in Auditor Selection (Action) – Attachment

Barbara George, Don Wilhelm, and Ray Hirsch volunteered to serve on the Review Subcommittee.

Bob Burton moved and Gina Feiner seconded to approve the establishment of the Auditor Review Subcommittee

11. Financial Audit Scope of Services (Action) – *Attachment*

The Committee approved the audit scope, and recommended an addition to the scope to include a presentation by the Auditor to the Committee, after completion of the audit.

Bob Burton moved and Ray Hirsch seconded to approve the audit scope, and recommended an addition to the scope to include a presentation by the Auditor to the Committee, after completion of the audit.

12. Public Comment

None

Ray Hirsch moved to adjourn the meeting at 6:50 p.m.